

CLASS SPECIFICATION

SAN DIEGO CITY CIVIL SERVICE COMMISSION

SENIOR ACCOUNTS PAYABLE AUDIT CLERK

DEFINITION:

Under direction, in the Office of the City Auditor and Comptroller, to perform high-level, difficult clerical bookkeeping work auditing and processing payments on complex construction contracts on a City-wide basis; to coordinate the accounts payment process on a City-wide basis with other sections and departments; to supervise subordinate clerical personnel; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Audits construction contract invoices and purchase orders in relation to contract provisions;
- Generates construction contract payments;
- Reviews mechanic liens to determine if such liens meet legal filing and time requirements as established by construction contract law;
- Maintains mechanic lien files and notifies effected prime contractors;
- Initiates stop notices in accordance with construction contract law;
- Generates retention payments at the conclusion of construction projects;
- Develops and conducts City-wide training on the accounts payable process and procedures;
- Answers inquiries from contractors, vendors and other City operating departments requiring judgment and interpretation of applicable accounts payable or construction contract accounting procedures;
- Pre-audits commercial warrants;
- Processes, audits and reconciles manual accounts payable warrants;
- Reviews accounts payable statistical reports and investigates discrepancies and problems;
- Evaluates and makes recommendations on accounts payable procedures;
- Prioritizes, schedules, assigns, trains and evaluates the performance of subordinates.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Announcement for updated minimum qualifications.

Two years of full-time experience recording, reconciling or auditing financial transactions requiring double entry bookkeeping.

- * **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.